

ADMINISTRATIVE - INTERNAL USE ONLY

DD/A Registry  
File *Accounting*

DD/A 76-2736

*3 June 76*

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Director of Joint Computer Support

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Fighting Inflation and Reducing Daily  
Operating Costs

REFERENCES : (A) Memorandum dated 28 February 1975  
to DD's and Heads of Independent  
Offices from DCI, same subject

(B) Memorandum dated 9 December 1975  
to DD/A Office Directors from DD/A,  
same subject

1. The FY 1976 Year-end Report on fighting inflation and reducing daily operating costs will be due in the Director's office in August. Your report for FY 1976, including the data submitted for the January report, should be received by the DD/A Plans Staff by 23 July 1976.

2. As you did for the January report, please describe and quantify savings in the following categories:

Group I: Savings to date for the current fiscal year (final report for FY 1976).

Group II: Savings you expect to make on an annual basis in future fiscal years.

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Group III: One-time savings for the current (FY 1976) or future fiscal years. This group should not include current fiscal year savings to date (Group I) or annual savings (Group II).

/s/ John F. Blake

John F. Blake

Distribution:

1 - Each Addressee

① - DDA Subject

1 - DDA Chrono

1 - JFB Chrono

1 - PS Chrono

DDA/PS  (2 June 1976)

STATINTL

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3 June 76

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller

FROM : John F. Blake  
Deputy Director for Administration

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DDA/PS [redacted] (2 June 1976)

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/MAS	9/2	<i>[Signature]</i>
2	EO-DD/A		<i>[Signature]</i>
3	DD/A	3 SEP 1976	<i>[Signature]</i>
4			
5			
6			
<b>ACTION</b>		<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
<b>APPROVAL</b>		<b>DISPATCH</b>	<b>RECOMMENDATION</b>
<b>COMMENT</b>		<b>FILE</b>	<b>RETURN</b>
<b>CONCURRENCE</b>		<b>INFORMATION</b>	<b>SIGNATURE</b>
<b>Remarks:</b> Attached is inflation fighting and cost reduction memo to DCI for review and signature. Items within each category were selected on the basis of either their monetary significance or their exemplification of innovative practices. The items selected do not add up to the dollar totals reported in each category.			
<div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <p><i>3 - See a list at 40/02 - particularly "future steps". Only direct report 0 for the category.</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			9/02/76

STATINTL